

Changes to the Current Rules for Licensing Child Care Group Homes to Implement SB1315

Table 1. Time-frames (in days)

Type of Approval	Statutory Authority	Overall Time-Frame	Administrative Completeness Review Time-Frame	Substantive Review Time-Frame
Initial Certificate under R9-3-201	A.R.S. § 36-897.01	150	30	120
Certificate Renewal under R9-3-203	A.R.S. § 36-897.01	150	30	120
Approval of Change Affecting Certificate under R9-3-204(B)	A.R.S. §§ 36-897.01; <u>and</u> 36-897.02	75	30	45

R9-3-203. Certificate Renewal Certification Fees

- ~~A.~~ At least 45 days before the expiration of a current certificate, an applicant for renewal of a certificate shall submit to the Department an application completed using a Department provided form and including:
- ~~1. The applicant's name;~~
 - ~~2. The child care group home's certificate number;~~
 - ~~3. The child care group home's name, if applicable;~~
 - ~~4. The child care group home's street address, mailing address, and telephone number;~~
 - ~~5. The applicant's type of business organization, if applicable;~~
 - ~~6. If there have been any changes in the controlling person information submitted under R9-3-201(B)(7), a list of the changes;~~
 - ~~7. If there have been any changes to the organizational information submitted under R9-3-201(B)(8), a list of the changes and a copy of each new organizational document and each organizational document changed since the document was provided under R9-3-201(B)(8);~~
 - ~~8. A renewal certificate application fee of \$1,000, in the form of a certified check, business check, or money order made payable to the Arizona Department of Health Services; and~~
 - ~~9. The notarized signature of the applicant affirming:~~

- a. That the individual signing on behalf of the applicant is an individual designated under R9-3-103 and has the authority to sign on behalf of the applicant;
- b. That no controlling person has been denied a certificate to operate a child care group home or a license to operate a child care facility for the care of children in this state or another state, unless the denial was based on the controlling person's failure to complete the certification or licensing process according to a required time frame;
- c. That no controlling person has had a certificate to operate a child care group home or a license to operate a child care facility revoked or suspended in this state or another state for reasons that relate to endangerment of the health and safety of children;
- d. Whether the applicant agrees to allow the Department to submit to the applicant supplemental requests for additional information if the Department determines during the substantive review time frame that the applicant has not provided sufficient information to determine substantial compliance with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter;
- e. That the applicant has read and will comply with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter;
- f. That the applicant has sufficient financial resources to comply with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter; and
- g. That the information provided in the application, including the information in the documents attached to the application form, is accurate and complete.

B. An applicant that submits the items required by subsection (A) later than 45 days before the expiration of the current certificate shall submit to the Department the a late filing fee required by A.R.S. § 36-897.01 of \$100 in the form of a certified check, business check, or money order made payable to the Arizona Department of Health Services.

C. If an applicant submits to the Department the items required by subsection (A) and, if applicable, the fee required by in subsection (B) before the expiration date of the current certificate, the current certificate does not expire until the date specified in A.R.S. § 41-1092.11(A).

A. Except as provided in subsection (B), the certification fee for a certificate holder is \$1,000.

B. If a certificate holder participates in a Department-approved program, the Department may discount the certification fee, based on available funding.

C. A certificate holder shall submit to the Department, every three years and no more than 60 days before the anniversary date of the child care group home's certificate:

1. A form provided by the Department that contains:
 - a. The certificate holder's name,
 - b. The child care group home's name, if applicable, and certificate number, and
 - c. Whether the certificate holder intends to submit the applicable fee:
 - i. With the form, or
 - ii. According to the payment plan in subsection (C)(2)(b); and
2. Either:
 - a. The applicable fee in subsection (A) or (B), or
 - b. One-half of the applicable fee in subsection (A) or (B) with the form and the remainder of the applicable fee due no later than 120 days after the anniversary date of the child care group home's certificate.

R9-3-207. Invalid Certificate

If a certificate holder does not submit the certificate fee as required in R9-3-203(C)(2), the certificate to operate a child care group home is no longer valid, and the child care group home is operating without a certificate.